Exercise Guide for

TM300

Time Administration

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1:1 - Walkthrough – Log On To SAP

Scenario

You need to log on to the SAP training client so that you can complete course exercises.

Instructions

Use the steps and date provided below to log on to SAP in the classroom.
1. Access the SAP portal web page using the following web address:
    a. https://trg.mybeacon.nc.gov
2. Enter the User ID and password that is assigned to your classroom PC.
3. Click the Log on button.
4. Click **Yes** to confirm the security message displayed.
5. Click on the SAP GUI tab.
6. Click on the training client specified by your instructor.
7. Stop when you reach the SAP Easy Access screen.

1:2 - Instructor Demonstration – Display Employee Personnel Subarea/Work Schedule

PA61

Scenario

Part 1 - You wish to view an employee's Personnel Subarea.

Part 2 - You wish to view an employee's work schedule and see their holiday schedule.

Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Log on to SAP using your assigned Instructor ID.

2. Enter transaction code **PA61** in the Command field and click or press ✅ (Enter).

3. Complete the following fields for each part of this demonstration:

Part 1

Field	Value
Personnel no.	Use Employee A (Tomeka Avans) from your data sheet.
Infotype	0001 for Organizational Assignment

4. Click the **Overview** button.

5. Click on the first record to highlight it.

6. Click on the 🖉 (Change) button. The Change Organizational Assignment infotype is displayed.

7. Locate the **Subarea** field in the **Enterprise structure** section of the screen.
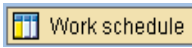
    NOTE: The PersA field on the Organization Assignment Infotype shows the Personnel Area field, not the Personnel Subarea field.

8. Click the **Back** button until you return to the PA61 transaction screen.

Part 2

1. From within the same transaction PA61, enter the Infotype as indicated below:

Field	Value
Infotype	0007 for Planned Working Times

2. Click the **Overview** button.

3. Click on the current record to highlight it.

4. Click on the ✏️ (Change) button. The Change Planned Working Time infotype is displayed.

5. Review the displayed fields including **Work schedule rule**, **Time Mgmt status**, and **Working week**.

6. Click on the 🗓️ Work schedule (Work schedule) button to access the Display Work Schedule screen.

7. Click the **Previous month** or **Next month** button as needed until you reach the month of December.

8. Make note of the **Daily Work Schedule** fields showing FREE for days off and 1D08 for a day shift of 8 hours for this employee.

9. View the 25th day of the month and locate the 4 in the **Public holiday class (HC)** field. This indicates that this employee is a public holiday for this employee based on their assigned holiday calendar (NC).

   NOTE: If this employee were on another calendar such as the Alternate Calendar, the date of the holiday might show on a different day.

10. Click the **Back** button until you return to the SAP Easy Access screen.

This demonstration is complete.

1:3 - Instructor Demonstration – Display Daily Target Hours

<div style="border:1px solid black; display:inline-block">CAT3</div>

Scenario

You wish to view Sarah Beckham's work schedule as it is displayed in the Time Sheet (CAT3) transaction. Sarah is a Part-time/Positive Pay/Permanent employee.

Instructions

1. Enter transaction code **CAT3** in the Command field and click or press 🞃 (Enter).

2. Complete the following fields:

Field	Value
Data entry profile	NORML-SU
Key date	Current date

3. Click the 🞂 **Personnel Selectn** (Personnel Selection) button to access the Personnel Number Selection for Fast Data Entry screen.

4. Complete the following field:

Field	Value
Personnel number	Use Employee B (Sarah Beckham) from your data sheet.

5. Click the **Execute** button.

6. Highlight the **Personnel number** on the Time Sheet: Initial Screen.

7. Click the **Display Times** button to access the Time Sheet: Data Entry View screen.

8. Review the displayed screen. Make note of the 🕐 **Target Hours** row displaying the daily work schedule.

9. Click the **Back** button until you return to the SAP EASY Access screen.

This demonstration is complete.

1:4 - Instructor Demonstration – Display Time Management Settings on the Time Statement

ZNCTIME

This functionality is currently unavailable.

Scenario

You wish to view an employee's time management settings to see if they are in a position that is eligible for overtime.

NOTE: Use the simulation to demonstrate this from the BEACON Help Site.

NOTE: Use the **Previous Page** and **Next Page** buttons to move through multiple time sheet statements, if multiple time sheet statements are chosen for display.

Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **ZNCTIME** in the Command field and click or press (Enter).

2. Complete the following fields:

Field	Value
Period	Other Payroll Period (not Other Period)
Payroll Area	01
Period	10
(Payroll Year)	2007
Personnel Number	80000406
Suppress Statistics	Select this check box to hide the system statistics

NOTE: The Payroll Area, Period, and Year fields will not display until you select the Other Payroll Period from the drop down list in the Period field.

3. Click the **Execute** button to access the Print Time Statement Form dialog box.

4. Review the displayed print options.

5. Click the **Print preview** button to review the Print Preview of LOCL Page.

6. Review the displayed time form.

7. Click the **Back** button until you return to the SAP EASY Access screen.

This demonstration is complete.

2:1 - Walkthrough – Quota Overview

<div style="float:right; border:1px solid black; padding:4px;">**PT50**</div>

Scenario

You wish to view Marva Mattox's leave quotas. Marva is a Full-time/Negative Pay/Permanent employee. Access the Absence Quota tab to review Marva's quota balances.

Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **PT50** in the Command field and click or press ✅ (Enter).

2. Complete the following fields:

Field	Value
Personnel no.	80000407 (Marva Mattox)

3. Click the 🔄 (Update display data) button towards the top left of the screen to update the Quota Overview screen with the data of the employee entered.

4. Review the displayed quota balances tabs.

5. Access the various tabs. Be sure to demonstrate the 'All', 'Current Period', and 'Expand' functions.

NOTE: The Attendance quotas tab is not in use.

6. Click the **Back** button until you return to the SAP Easy Access screen.

This walkthrough is complete.

2:2 - Exercise – Time Statement

ZNCTIME

This functionality is currently unavailable.

Scenario

You wish to view an employee's Time Statement to view their quota balances.

Note: Use the **Previous Page** and **Next Page** buttons to move through multiple time sheet statements.

Note: This report is very useful if run for the entire year to show the year to date balance and activity.

Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **ZNCTIME** in the Command field and click or press (Enter).

2. Complete the following fields:

Field	Value
Period	Other Payroll Period (not Other Period)
Payroll Area	01
Period	10
(Payroll Year)	2008
Personnel Number	80000407
Suppress Statistics	Select this check box to hide the system statistics

NOTE: The Payroll Area, Period, and Year fields will not display until you select the Other Payroll Period from he drop down list in the Period field.

3. Click the **Execute** button to access the Print Time Statement Form dialog box.

4. Review the displayed print options.

5. Click the **Print preview** button to review the Print Preview of LOCL Page screen.

6. Review the displayed time form and answer the questions below.

Questions

Answer the following questions.

Question 1

How much vacation, quota type 10, does this employee's time statement show?

A _____

Question 2

Is this employee in a position that is overtime eligible? Where did you find this information?

A _____

7. Click the **Back** button until you return to the SAP Easy Access screen.

This exercise is complete.

3:1 - Instructor Demonstration – Time Entry Techniques

CAT2

Scenario

This demonstration shows the following time entry techniques:

- **Target Hours** – allows you to apply the employees planned work schedule.
- **Adding lines** – allows you to insert an additional blank line for the selected employee.
- **Split lines** – allows you to split the selected line, forcing the entries to the left of the cursor to a new line.
- **Comments** – ability to add in comments for each entry. Can be used to capture explanatory text.
- **Totals** – allows you to view totals during data entry. Alleviates need to perform manual calculations.

NOTE: Comments made in the time sheet may only be viewed in the CAT2 or CAT3 transactions. There is no mechanism to report these out of the BEACON system.

Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **CAT2** in the Command field and click or press (Enter).

2. Complete the following fields:

Field	Value
Data entry profile	NORML-SU
Key date	Current date

3. Click the **Personnel Selectn** button to access the Personnel Number Selection for Fast Data Entry screen.

4. Complete the following field:

Field	Value
Personnel number	Use **Employee B** from your data sheet (Sarah Beckham)

5. Click the **Execute** button.

6. Highlight the **Personnel number** on the Time Sheet: Initial Screen.

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Sub Area: Time

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7. Click the ✏️ (Enter Times) button to access the Time Sheet: Data Entry View screen.

8. Review the displayed screen. Make note of the **Target Hours** row showing the planned work schedule.

9. Click the 🗒️ (Target Hours) button near the middle top of the screen to apply the planned work schedule for the week. The Target Hours dialog box displays.

10. Click **Yes** to insert a line into the Time Sheet with the target hours applied with A/A type 9500. Your Time Sheet now shows three lines for the Employee – the Target hours, the Totals row, and the line of actual hours worked.

    NOTE: When a holiday is part of the weekly work schedule, you may have to correct the displayed target hours based on whether the employee is Positive or Negative pay.

11. Add a new line by placing your cursor on one of the employee's line in the Personnel field and clicking the + **Insert Row** button.

12. Enter A/A type **9200** and **4** hours of sick time for Thursday. Be sure to place a **zero** in the 4 hours of 9500 leave shown for Thursday.

13. Place your cursor in the field in which you recorded sick time on Thursday and click the 📝 (Long Text) button to access the Change Time Entry screen.

14. Enter a sample note such as "Dr note provided".

15. Click the **Back** button to return to the Time Sheet: Data Entry View screen.

16. Click **Yes** to save the text in your Long note.

    NOTE: Your timesheet should now show 16 hours of 9500 time and 4 hours of 9200 time.

17. Place your cursor on the day of sick time and click the **Split Row** button. A new line is created by the split with 4 hours of 9200 time.

18. On the new line created, change the A/A type from 9200 to 9000 for approved leave and add 2 hours on Thursday.

19. Reduce the 9200 hours on Thursday from 4 hours to 2 hours.

    NOTE: Your timesheet should now show 16 hours of 9500 time, 2 hours of 9200 time, and 2 hours of 9000 time.

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20. Click the 🏛 (Check Entries) button. An information dialog box is displayed.\

21. Click the green check mark to accept the information.

22. Click the **Save** button.

23. Click **Yes** to save your entries.

24. Click the **Back** button until you return to the SAP Easy Access screen.

This demonstration is complete.

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3:2 - Walkthrough – Record Time

<div style="border:1px solid black">CAT2</div>

Scenario

You wish to enter time for an employee, Rita Henry. She is a FT / Positive Pay / Permanent employee. Rita has worked her entire work schedule with no exceptions.

Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **CAT2** in the Command field and click or press 🌀 (Enter).

2. Complete the following fields:

Field	Value
Data entry profile	NORML-SU
Key date	Current date

NOTE: If the current week contains a holiday SAP will display a yellow warning message for hours entered on holiday.

3. Click the **Personnel Selectn** button to access the Personnel Number Selection for Fast Data Entry Screen.

4. Complete the following field:

Field	Value
Personnel number	Use **Employee C** from your data sheet.

5. Click the **Execute** button.

6. Highlight the Personnel number on the Time Sheet: Initial Screen.

7. Click the **Enter Times** button to access the Time Sheet: Data Entry View screen.

8. Click the **Target Hours** button to apply a full week of time with no exceptions. A dialog box is displayed.

9. Click the **Yes** button to insert a new line with Target Hours.

   NOTE: You should now see a new line of data for your employee with 40 hours of A/A type 9500.

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10. Click the **Check Entries** button. A dialog box is displayed.

11. Click the green check mark to save your entries.

12. Click the **Save** button.

   NOTE: If time permits you may repeat the steps above for a different week. You may change the week view by simply clicking the Previous or Next screen button on the Time Sheet: Data Entry View screen.

13. Click the **Back** button until you return to the SAP Easy Access screen.

This walkthrough is complete.

ADDITIONAL INFORMATION: If the week contains a holiday, Rita could take up to eight hours of Holiday Leave (A/A Type 9300) for that holiday. Since her workday schedule is for 10 hours a day/4 days a week, she would have the option to use 8 hours of Holiday Leave (AA Type 9300) and then worked her remaining 2 hours according to her agency's policy. She might also elect to take her holiday leave at a different time in accordance with her agency's leave policy.

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3:3 - Walkthrough – Record Time with Leave

<div style="border:1px solid black; padding:4px;">CAT2</div>

Scenario

You need to enter time for Tomeka Avans for the current week. She is an FT / Negative Pay / Permanent employee. Tomeka worked her regular schedule for the Monday, took 1 day of vacation on Tuesday, and 1 day of sick time on Thursday.

Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **CAT2** in the Command field and click or press 🟢 (Enter).

2. Complete the following fields:

Field	Value
Data entry profile	NORML-SU
Key date	Current date

3. Click the **Personnel Selectn** button to access the Personnel Number Selection for Fast Data Entry Screen.

4. Complete the following field:

Field	Value
Personnel number	Use **Employee A** from your data sheet.

5. Click the **Execute** button.

6. Highlight the Personnel number on the Time Sheet: Initial Screen.

7. Click the **Enter Times** button to access the Time Sheet: Data Entry View screen.

8. Tomeka has worked her regular hours of time – A/A type **9500** for Monday. Since she is a Negative Pay employee, you do not have to enter anything for Monday.

9. Click in the **Pers. No.** field on the first available line.

10. Click on the **matchcode** and select the personnel number to add a line. The matchcode pop-up box is displayed.

11. Click the green check mark or press Enter to select the employee whose record you wish to process.

NOTE: You should now see a new line on Tomeka's record.

12. Enter **8** hours of vacation using A/A type **9000** – approved leave for Tuesday.

13. Select the personnel number from the matchcode in the **Pers. No.** field to add a line.

   NOTE: You should now see a new line for your employee.

14. Enter **8** hours of sick time – A/A type **9200** for Thursday.

15. Click the **Check Entries** button to see if there are any errors in your data entry. Correct any errors you encounter.

16. Click the **Save** button.

17. Click the **Back** button to return to the SAP Easy Access screen.

This walkthrough is complete.

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3:4 - Exercise – Record Time for a List of Employees

<div style="border:1px solid black; padding:10px; text-align:center;">

CAT2

</div>

Scenario

You wish to enter time for a group of employees. Enter the complete work schedule for each employee by applying the Target Hours.

Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **CAT2** in the Command field and click or press 🗸 (Enter).

2. Complete the following fields:

Field	Value
Data entry profile	NORML-SU
Key date	Current Date

3. Click the **Personnel Selectn** button to access the Personnel Number Selection for Fast Data Entry Screen.

4. Place your cursor in the **Personnel Number** field and click the **Multiple Selection** button located to the right of the field.

5. On the Multiple Selection for Personnel dialog box, enter the Personnel Numbers for employees **D (Sharon Fairbank)** and **E (Wanda Hill)** located on your data sheet.

   TIP: When using multiple sections you can copy and paste values from a list and use the **Copy from Clipboard** button.

6. Click the **Execute** button to close the Multiple Selection for Personnel dialog box and return to the Personnel Number Selection for Fast Data Entry screen.

   NOTE: The Execute button is also called the "Copy" button at times on this screen.

7. Click the **Execute** button.

8. Click the **Select All Persons** button to highlight the Personnel numbers listed on the Time Sheet: Initial Screen.

9. Click the **Enter Times** button to access the Time Sheet: Data Entry View screen.

NOTE: You should now see 2 lines for each employee entered – the first showing Target Hours and the second showing a summary.

10. Insert a new line for both employees.

11. Enter 8 hours of Sick Leave (A/A Type **9200**) on Tuesday for Employee D, Sharon Fairbank.

12. Enter 9 hours of Approved Leave (A/A Type **9000**) on Wednesday for Employee E, Wanda Hill.

13. Check your entries.

14. Save.

15. Click the **Back** button to return to the SAP Easy Access screen.

> **NOTE:** During a week with a holiday, **y**ou may receive a Warning message on the status bar at the bottom of the screen. Press Enter to override and continue processing. If you are processing more than one employee time record, you will have to press Enter for each employee.

This exercise is complete.

3:5 - Walkthrough – Edit Time for a List of Employees

<div style="border:1px solid black; text-align:center">

CAT2

</div>

Scenario

You wish to edit some of the entries for the group of employees whose time you just entered.

- Employee A, Tomeka Avans – change Thursday's previously recorded approved leave to Leave Without Pay
- Employee C, Rita Henry – add 10 hours worked of shift premium time for Friday
- Employee D, Sharon Fairbank – add 2 additional hours on Wednesday, Thursday, Friday, and Saturday
- Employee E, Wanda Hill – add 9 hours of approved leave for Tuesday

Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **CAT2** in the Command field and click or press (Enter).

2. Complete the following fields:

Field	Value
Data entry profile	NORML-SU
Key date	Current key date

3. Click the **Personnel Selectn** button to access the Personnel Number Selection for Fast Data Entry Screen.

4. Place your cursor in the **Personnel Number** field and click the **Multiple Selection** button located to the right of the field.

5. On the Multiple Selection for Personnel dialog box, enter the Personnel Numbers for employees A, C, D, and E found on your data sheet.

6. Click the **Execute** button to close the Multiple Selection for Personnel dialog box and return to the Personnel Number Selection for Fast Data Entry screen.

7. Click the **Execute** button.

8. Click the **Select All Persons** button to highlight the Personnel numbers listed on the Time Sheet: Initial Screen.

9. Click the **Enter Times** button to access the Time Sheet: Data Entry View screen.

10. Locate employee D, Sharon Fairbank (who is a Negative time entry employee) and add **2** hours of time worked A/A type **9500** to each day that she worked.

    NOTE: Remember that Negative time entry employees do not have to enter time on a holiday unless they worked the holiday.

11. For purposes of this training exercise, assume that Employee A, Tomeka Avans has exhausted all leave quotas. Change A/A type from **9200** to A/A type **9400** – Leave without Pay for Thursday of the work week.

    NOTE: A/A type 9400 results in docking of pay and should only be used in accordance with OSP policy.

12. Employee C, Rita Henry has agreed to work an Evening Shift Premium schedule for Friday of the week. Add **10 hours** of time worked A/A type **9500.**

13. You must also add the **code for evening shift premium** in the P field (Premium field). Click the matchcode and select the code for Evening Premium.

14. On Wanda's record, add another **9 hours** of approved leave A/A type **9000** for Tuesday.

15. Check your entries.

16. **Save.**

17. Click the **Back** button to return to the SAP EASY Access screen.

This walkthrough is complete.

3:6 - Exercise – Record Leave in Advance

<div style="border:1px solid">CAT2</div>

Scenario

You have received a leave request for one day next week from Employee D, Sharon Fairbank. You will be out of the office next week so you want to go ahead and enter it in the system. Sharon is a Negative time employee.

Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **CAT2** in the Command field and click or press 🗸 (Enter).

2. Complete the following fields:

Field	Value
Data entry profile	NORML-SU
Key date	Current Key Date

3. Click the **Personnel Selectn** button to access the Personnel Number Selection for Fast Data Entry Screen.

4. Enter employee D from your data sheet in the **Personnel Number** field.

5. Click the **Execute** button.

6. Highlight the employee shown on the Time Sheet: Initial screen.

7. Click the **Enter Times** button to access the Time Sheet: Data Entry View screen.

8. Click the **Next Screen** button to display next week's time record.

9. Select the Personnel Number from the matchcode in the **Pers. No**. field to add a new line.

10. Enter A/A type **9000** for the new line.

11. Enter **8** hours of time for the first work day scheduled in the work week. (Hint: It is not Monday!)

12. Check your entries.

13. Click the **Save** button.

14. Click the **Back** button to return to the SAP Easy Access screen.

This walkthrough is complete.

3:7 - Exercise – Correcting Entries

CAT2

Scenario

You want to correct entries you recorded for Employee D, Sharon Fairbank in a previous exercise. Instead of 2 additional hours each day, Sharon worked 2.5 hours each day.

Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **CAT2** in the Command field and click or press 🟢 (Enter).

2. Complete the following fields:

Field	Value
Data entry profile	NORML-SU
Key date	Current Key Date

3. Click the **Personnel Selectn** button to access the Personnel Number Selection for Fast Data Entry Screen.

4. Enter employee D, Sharon Fairbank from your data sheet in the **Personnel Number** field.

5. Click the **Execute** button.

6. Highlight the employee shown on the Time Sheet: Initial screen.

7. Click the **Enter Times** button to access the Time Sheet: Data Entry View screen.

8. Change the additional 2 hours of A/A type 9500 time worked for each day worked to 2.5 in the work schedule.

9. Check your entries.

10. **Save**.

11. Click the **Back** button to return to the SAP Easy Access screen.

This exercise is complete.

5:1 - Instructor Demonstration – Substitute Work Schedule

PA61

Sharon Fairbank (Employee D) who works nights is asked to work extra shifts on her day(s) off. Sharon's position is defined as Night Premium eligible. All hours worked will receive night shift premium automatically. If she works any hours of day shift, the Create Work Schedule Substitution process has to be used to record her hours as Non-Night Shift Premium eligible.

She is a Negative time employee who is working her regularly scheduled days off. Therefore, you must record her time for any time she has worked on her days off.

To ensure proper shift premium is received, perform daily substitutions to make the days off to normal work days. The substitutions should be made for Sunday and Monday, which are her standard days off.

NOTE: Ensuring that employees are substituted properly when they work at times other than their planned work schedule is very important.

Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **PA61** in the Command field and click or press ✅ (Enter).

2. Complete the following fields:

Field	Value
Personnel number	Use Employee D (Sharon Fairbank) from your data sheet
Infotype	**2003** for Substitutions

3. Click the **Create** button.

4. Complete the following fields:

Field	Value
From	Sunday of current week
To	Sunday of current week
Subs. Type	Defaults to 02 – do not change
Daily work schedule	1D08 – 8 Day

5. Click the **Save** button.

6. Repeat the steps above for Monday of the current week.

7. Click the **Back** button to return to the SAP Easy Access screen.

This demonstration is complete.

5:2 - Exercise – Substitute Work Schedule

PA61

Scenario

Sharon Fairbank (Employee D) who works nights is asked to work extra shifts on her day(s) off. Sharon's position is defined as Night Premium eligible. All hours worked will receive night shift premium automatically. If she works any hours of day shift, the Create Work Schedule Substitution process has to be used to record her hours as Non-Night Shift Premium eligible.

She is a Negative Pay employee who is working her regularly scheduled days off. Therefore, you must record her time for any time she has worked on her days off.

To ensure proper shift premium is received, perform daily substitutions to make the days off to normal work days. The substitutions should be made for Sunday and Monday, which are her standard days off.

NOTE: Ensuring that employees are substituted properly when they work at times other than their planned work schedule is very important.

Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **PA61** in the Command field and click or press (Enter).

2. Complete the following fields:

Field	Value
Personnel number	Use employee D (Sharon Fairbank) from your data sheet
Infotype	2003 for Substitutions

3. Click the **Create** button.

4. Complete the following fields:

Field	Value
From	Sunday of current week
To	Sunday of current week
Subs. Type	Defaults to 02 – do not change
Daily work schedule	1D08 – 8 Day

5. Click the **Save** button.

6. Repeat the steps above for Monday of the current week.

7. Click the **Back** button to return to the SAP Easy Access screen.

This exercise is complete.

5:3 - Walkthrough – Display an Employee's Time Transfer Specifications (IT 2012)

PA61

Scenario

You wish to review Employee C's (Rita Henry) time transfer specifications (IT 2012) infotype settings. You want to verify that her settings are correct.

Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **PA61** in the Command field and click or press (Enter).

2. Complete the following fields:

Field	Value
Personnel number	Employee C – Rita Henry
Infotype	2012
Subtype	Z009 – Pay Immediate after 10 **NOTE**: This subtype designates that comp time is paid out beginning with the 11th hour of comp earned. The Number of hours field is always "1." It serves as a placeholder.

3. Click the **Overview** button to access the List Time Transfer Specifications (2012) screen.

4. Click on the record to highlight it.

5. Click on the (Change) button. The Change Time Transfer Specifications infotype is displayed.

6. Review the displayed validity dates for the Time Transfer Type field setting.

7. Click the **Back** button until you return to the SAP EASY Access screen.

This walkthrough is complete.

5:4 - Walkthrough – Time Entry Using Charge Objects

CAT2

Scenario

You wish to enter time for Employee B (Sarah Beckham) using one charge object.

NOTE: The charge object field is free form. It is helpful to keep an Excel list of valid charge objects that may be used to copy and paste valid charge objects during time entry.

Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **CAT2** in the Command field and click or press (Enter).

2. Complete the following fields:

Field	Value
Data entry profile	CHARGE1L
Key date	Current date

3. Click the **Personnel Selectn** button to access the Personnel Number Selection for Fast Data Entry Screen.

4. Enter employee B – Sarah Beckham from your data sheet in the **Personnel Number** field.

5. Click the **Execute** button.

6. Highlight the employee shown on the Time Sheet: Initial screen.

7. Click the **Enter Times** button to access the Time Sheet: Data Entry View screen.

8. Click the **Next screen** button to display next week's schedule.

9. Click the **Target Hours** button to apply her planned work schedule for next employee.

10. Click the **Yes** button to insert a line with target hours for each employee.

   NOTE: You should now see a new line for Sarah with A/A type **9500** matching her planned work schedule.

11. Enter Project1234 in the **Charge Object** field.

12. Click the **Save** button.

13. Click the **Back** button to return to the SAP Easy Access screen.

This walkthrough is complete.

5:5 - Walkthrough – Create Variant for Time Entry

<div style="border:1px solid black; text-align:center;">

CAT2

</div>

Scenario

You want to create a time entry variant for use during future time entry for the Dept of Cultural Resources Museum of History employees.

Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **CAT2** in the Command field and click or press 🗸 (Enter).

2. Complete the following fields:

Field	Value
Data entry profile	NORML-SU
Key date	Current Key date

3. Click the **Personnel Selectn** button to access the Personnel Number Selection for Fast Data Entry Screen.

4. Place your cursor in the **Personnel Number** field and click the **Multiple Selection** button located to the right of the field.

5. On the Multiple Selection for Personnel dialog box, enter the Personnel Numbers for employees A, D, and E found on your data sheet.

6. Click the **Execute** (Copy) button to close the Multiple Selection for Personnel dialog box and return to the Personnel Number Selection for Fast Data Entry screen.

    CRITICAL NOTE: Do not execute a second time!

7. From the menu, select **Goto > Variants > Save as Variant (or Save button)** to access the Variant Attributes screen.

8. Complete the following fields:

Field	Value
Variant Name	Emp A_D_E-XX (XX = your initials…for training only)
Meaning	Time entry DCR/HisMus EE_XX
Protect variant	Click this selection box

NOTE: The Protect Variant selection is optional. When selected, it will allow others to view but not change your variant.

9. Click the **Save** button and return to the Personnel Number Selection for Fast Data Entry screen. The message 'Variant was saved' displays.

   NOTE: The variant may be used from this point forward during Time Entry in CAT2 to pull in the list of employees.

10. Click the **Back** button to return to Time Sheet: Initial Screen.

11. Click the **Personnel Selection** button to access the Personnel Number Selection for Fast Data Entry screen.

12. Click the **Get Variant** button ![icon] on the toolbar to access the ABAP Variant Directory dialog box.

13. Verify that your Training User ID is displayed in the Created by field.

14. Click **Execute** to close the ABAP Variant Directory dialog box and apply the variant.

   NOTE: If you only have one variant, it will display. If you have more than one variant created, a pop-up box with a list of the variants will display. You would then select from the list.

   NOTE: The first value in the variant displays in the Personnel number field along with a small green dot on the Multiple Selection button. This indicates that multiple selections are active for this field.

15. From this point forward you could proceed with time entry.

16. Click the **Back** button until you return to the SAP Easy Access screen.

This walkthrough is complete.

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6:1 - Walkthrough – Display Time Evaluation Messages

PT_ERL00

Scenario

You need to view Time Evaluation error messages for a Tomeka Avans and Sarah Beckham.

Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **PT_ERL00** in the Command field and click or press (Enter).

2. Complete the following fields:

Field	Value
Period	Accept the defaulted **Other Period** date range.
Personnel number	**Employee A** (Tomeka Avans) **and Employee B** (Sarah Beckham)
	NOTE: Click the **Multiple Selection** button to enter more than one Personnel Number.

3. Click the **Execute** (Copy) button to adopt the personnel numbers entered.

4. Click the **Execute** (Copy) button to run the report.

5. Review the displayed messages.

   NOTE: A message for each condition detected during Time Evaluation is displayed. For this reason there may be more than one message of the same kind for an employee. The messages will recur until the condition which caused the message is resolved.

6. Click the **Back** button until you return to the SAP Easy Access screen.

This walkthrough is complete.

8:1 - Walkthrough – Display Time Statements

ZNCTIME

This functionality is currently unavailable.

Scenario

An employee complains that their premium pay did not come through on their pay check. Research the issue by first checking their time statement for hours worked and possible leave offsetting, premium eligibility, and premium summary.

NOTE: This walkthrough covers 1/3 of the trouble shooting of premium pay. After viewing the time statement you must view CATS entries in CATS_DA or CAT3 and then check the work schedule/substitutions in PA61.

Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **ZNCTIME** in the Command field and click or press (Enter).

2. Complete the following fields:

Field	Value
Period	Other Payroll Period (not Other Period)
Payroll Area	01
Period	10
(Payroll Year)	2007
Personnel Number	Employee A and Employee B **NOTE:** Click the Multiple Selection button in the Personnel Number field to enter both employees.
Suppress Statistics	Select this check box to hide the system statistics

NOTE: The **Payroll Area**, **Period**, and **Year** fields will not display until you select the **Other Payroll Period** from the drop-down list in the **Period** field**.**

3. Click **Execute** to access the Print Time Statement Form dialog box.

4. Review the displayed print options.

5. Click the **Print preview** button to review the Print Preview of LOCL Page screen.

6. Review the Time Statement for the first employee.

7. To access the Time Statement for the second employee, click the **Next Page** button located in the toolbar.

8. Click the **Back** button until you return to the SAP Easy Access screen.

This walkthrough is complete.

8:2 - Walkthrough – Display Working Times

CATS_DA

Scenario

You want to view a report showing a group of employees recorded working times.
Examine the following:
- Sorting
- Filters
- Subtotals

Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration
scenario in the system.

1. Enter transaction code **CATS_DA** in the Command field and click or press
   (Enter).

2. Complete the following fields:

Field	Value
Reporting period	Past until today
Personnel number	Employees **A through E** on your data sheet
	NOTE: Click the Multiple Selection button to enter more than one Personnel Number.

3. Click the **Copy/Execute** button.

4. Click the **Execute** button to generate the report.

5. Review the displayed data. There will be a section for each employee entered showing **Employee Name**, **Pers. No.**, **Date worked**, **Status**, and number of hours.

6. Click the **Additional Functions** button twice to expand the view to include **Sorting, Filtering**, and **Subtotals** buttons.

7. Demonstrate the use of **Sorting**, **Filtering**, and **Subtotals**.

8. Click the **Back** button to return to the SAP Easy Access screen.

This walkthrough is complete.

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8:3 - Walkthrough – Display Time Statement Form

PT_EDT_TEDT

Scenario

You want to view a report showing an employee's time statement.
Examine the following:

- Position
- Work Days in a Period
- Quotas

Instructions

9. Enter transaction code **PT_EDT_TEDT** in the Command field and click or press ✅ (Enter).

10. Complete the following fields:

Field	Value
Reporting period	Current Year
Personnel number	**Employee C** on your data sheet

11. Click the **Execute** button to generate the report.

12. Review the following displayed data.

- Position Number (PA61, IT0001)
- Work days in period (PA61, IT0007)
- Time Transfers (PA61, IT2012. STY Z009)
- Quotas (PT50, Quota Tab)
- Time Evaluation Errors (PT_ERL00)

13. Click the **Back** button to return to the SAP Easy Access screen.

This walkthrough is complete.